

ACCOUNTING SPECIALIST

Office of the Comptroller – Revenue and Cost Division

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Grant-in-Aid Fiscal Coordinator, the Accounting Specialist continually and effectively monitors City grants and works closely with participating City departments to ensure that the City of Milwaukee complies with the accounting and financial reporting provisions, grantor guidelines, and City requirements for various City grant awards in order to remain eligible for grant funding.

ESSENTIAL FUNCTIONS:

- Enforces accounting policies and procedures and provides oversight for City grants to ensure compliance with the City's guidelines as well as federal and state requirements.
- Establishes grant chart fields, budget lines, and funding source allocations based on the grant agreements.
- Works with City departments and granting agencies to monitor projects from inception to closeout.
- Monitors, analyzes, and reconciles grant transactions to ensure timeliness, accuracy, consistency, and completeness in financial data.
- Verifies that grants expenditures and grant transfers are in accordance with generally accepted accounting principles (GAAP), federal Office of Management and Budget (OMB) Circulars, and other relevant procedures and standards.
- Audits Common Council resolutions, cooperation agreements, and contracts prior to the Comptroller's counter-signature.
- Reviews grant budgets to ensure clarity, accuracy, and compliance with City procedures and applicable federal guidelines.
- Performs year-end closing activities, including analysis, reconciliation, and accruals, and assists in the preparation of financial statements and supporting schedules for inclusion in the City of Milwaukee's Comprehensive Annual Financial Report (CAFR) and the Single Audit Report.
- Reviews financial reports and reimbursement requests prepared by City departments to ensure accuracy and consistency with grant and reimbursement agreements.
- Develops queries in the City's Financial Management Information System (FMIS) to facilitate timely drawdown of grant funds.
- Performs other duties as assigned, including desk or on site fiscal reviews.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in accounting from an accredited college or university.
2. Two years of professional accounting experience.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

IMPORTANT NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box AS, Department of Employee Relations, City Hall, Room 706, 200 E Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

DESIRABLE QUALIFICATIONS:

- Experience in governmental accounting.
- Master's Degree in accounting, finance, or a related field.
- CPA certification.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of public policy principles and practices.
- Knowledge of the review, administration, compliance, and reconciliation of grants and grants transactions.
- Quantitative reasoning skills.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- Oral communication skills, including the ability to explain financial concepts and procedures to non-accountants.
- Written communication skills, including the ability to write clear and concise business letters, memos, and reports.
- Interpersonal skills, including skill in listening and communicating with effectively with fellow staff, City officials, and representatives of other agencies.
- Ability to work independently.
- Decision-making skills and the ability to exercise sound judgment.
- Ability to effectively manage multiple priorities and work within tight time constraints.
- Skill in using spreadsheet, database, and word processing software as well as enterprise financial systems.
- Ability to maintain confidentiality and professionalism.
- Honesty and integrity.

CURRENT SALARY RANGE (PG 2GX): \$50,206- \$70,295, annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **June 7, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.